



## **Request for Qualifications (RFQ)**

### **OPEN CALL TO SUBMIT QUALIFICATIONS: The City of San Jose Del Monte Park Public Art Project A Project of the San Jose Public Art Program**

**SUBMITTAL DEADLINE - Monday, January 20, 2014, 10 P.M. PST**

**This is an online application process only and the deadline cannot be extended**

#### **I. INTRODUCTION**

The City of San Jose Public Art Program (SJPA), in conjunction with the City's Department of Parks, Recreation and Neighborhood Services (PRNS) is seeking an experienced artist, or artist-led team to create a public art project for the new Del Monte Park.

This opportunity is open to individual artists, or artist-led teams, working or living in the San Francisco Bay Area (see geographic boundaries below). If submitting as a team, a professional artist with public art experience must be the lead team member. All applicants must have all necessary documentation and permits to work in the United States at the time of submittal of qualifications.

PRNS is the primary client for this project. The mission of PRNS is to serve as a national leader of Parks and Recreation in cultivating healthy communities through quality programs and dynamic public spaces.

The SJPA seeks to build community identity by initiating artworks and exhibitions that enhance the civic landscape. Public art strives to reflect the City's diversity, historic richness, and envision its present and future.

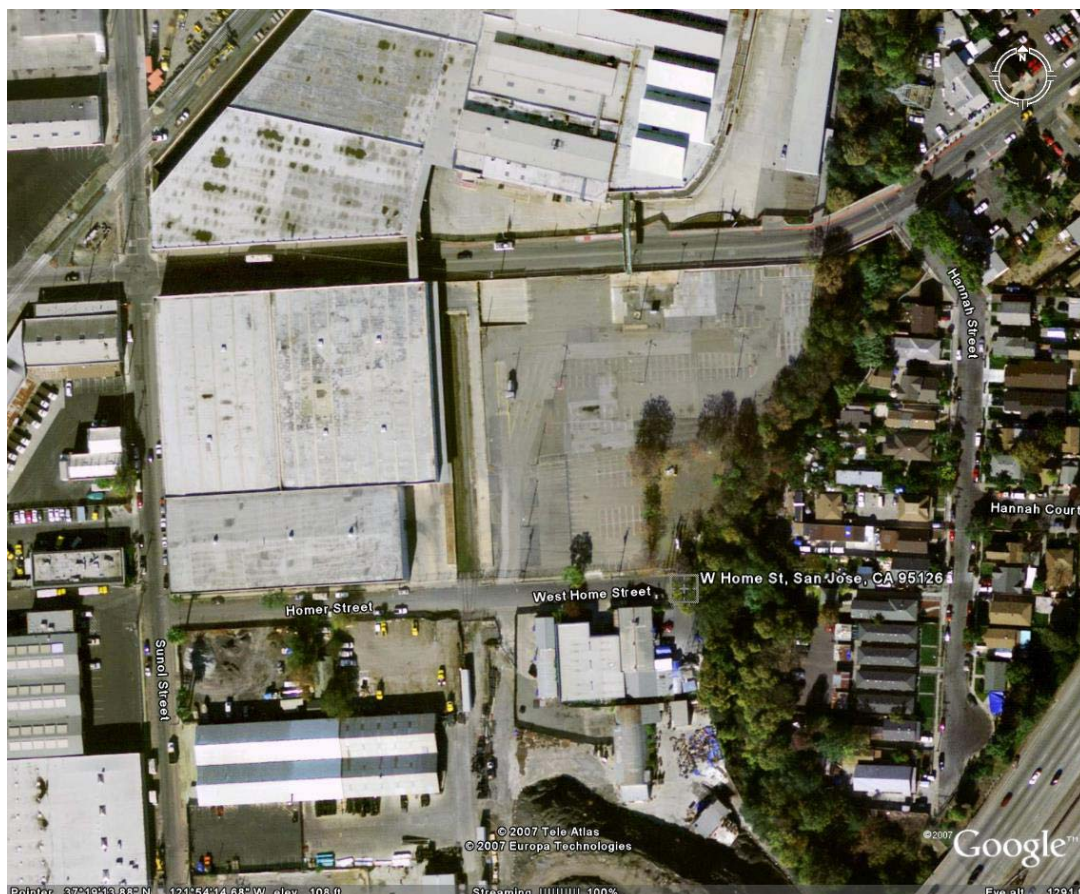
#### **II. BASE PROJECT & SITE DESCRIPTION**

The City of San Jose's PRNS is creating a new park on land that was formerly on the site of the Del Monte Cannery. The site, approximately 1.7 acres, is bounded by Auzerais Avenue to the north, West Home Street to the south, a portion of the Los Gatos Creek Trail to the east, and Southern Pacific rail lines to the west.

The site is located within the Burbank/Del Monte Neighborhood Improvement Plan area. Parks and open spaces are an important community goal. As part of the community effort, a Del Monte Park Master Plan (DMPMP) was adopted by the Parks Commission in May 2008 and approved by the City Council in September 2008; this plan includes the design that will be used to create Del Monte Park. The new park will include these features:

- Off leash dog park (medium size)
- Restroom
- Play Area
- Open Space/Turf play area
- Shade structure/Trellis
- Benches and picnic tables
- Possible inclusion of thematic elements that reflect the site's history as Del Monte Cannery in restroom architecture, play area equipment, signage etc. (tbd)

There has been considerable new residential development completed adjacent to the park site since the 2008 completion of the DMPMP. As a result a new community of park users that is a culturally-diverse mixture of young professionals, families and long-term residents has emerged in the immediate area.



### **III. PUBLIC ART OPPORTUNITY**

The successful project will be made of durable materials suited to an outdoor urban park location. Public art should enhance the experience of visitors to the park; the goal of this art project is an artistically-driven element that is integral to Del Monte Park and how users experience the park.

There are many possible ways that public art can be integrated into the park and a range of possible approaches to aesthetic content. The Los Gatos Creek Trail, part of a regional trail system, forms one border for the park; this presents an opportunity to help create a visual identity for this location while also providing for some continuity with the overall trail system.

### **IV. SCOPE OF WORK**

This is a design-build project meaning that the artist or artist team selected for the project is expected to design, fabricate and install the public art project within the given project budget.

#### **Design Phase**

The artist or artist team selected for this project will be expected to engage in research and discussion with key stakeholders and the community and develop a concept proposal for the art project. The following is an overview of a typical range of tasks for the design phase of this project. (Note: This is a general outline, not an exclusive and specific scope):

1. **Background Research**: Activities to include but are not limited to review of background documents and data to understand the park design, project area and community; perform research about the locale; engage in discussion with key stakeholders and meet with community members.
2. **Design Proposal Development**: The artist or artist team must complete the four steps in SJPA's public art design process, each with a review and approval process. These steps are: concept proposal development, schematic design proposal and design development with construction documents.
3. **Review process**:
  - a. **Staff Review**: Present artwork design and construction documents to City staff for internal reviews by SJPA, PRNS and other departments as necessary.
  - b. **Community Feedback**: Engage with key community representatives to review proposed artwork concept and approach and hear input
4. **Approvals**:
  - a. The San Jose Public Art Committee is the authority that approves proposed artwork design from concept proposal through completion of design development;
  - b. The Department of Public Works must give final approval of construction documents.

It is expected that during the Design Phase the artist or artist team will attend the meetings necessary to accomplish the work described above.

#### **Fabrication and Installation**

The artist or artist team is expected to fabricate and install the artwork. Where possible, there may be coordination with the base project to gain efficiencies in the construction or installation process that may benefit the public art project.

### **V. PUBLIC ART PROJECT BUDGET**

The public art project budget is \$100,000, which will be divided between design development and fabrication/installation: the design budget is expected to be approximately 15% of the total budget or \$15,000 and includes the creation of construction documents; the budget for

fabrication and installation is \$85,000. The fabrication/installation budget must include a mandatory 10% contingency that is designated for unforeseen conditions.

The project funding must cover all expenses related to the research, investigation, design, fabrication and installation of the artwork including, but not limited to: design time and fees; design documents, renderings and/or other media as required to communicate artist's concept design development to stakeholders and approving bodies; signed and certified structural, electrical and/or other construction/engineering drawings and specifications, required for fabrication; fabrication of the artwork; transportation and installation of materials, transportation and accommodations for artist(s); insurance and all other project related expenses.

## **VI. PROJECT SCHEDULE AT-A-GLANCE**

SUBMITTAL DEADLINE	January 20 2014
Artist Selection & Contracting	January–February 2014
Research & Concept Development	February–March 2014
Presentation of Concept Proposal	March 2014
Presentation of Design Development	April 2014
Fabrication	April – December 2014
Installation and project completion	November – December 2014

## **VII. CONTRACT & TERM OF AGREEMENT**

The City of San Jose will contract with the artist in a single agreement using a standard design-fabrication agreement. A boilerplate of this agreement can be viewed at [San Jose Public Art Program Design-Fabrication Boilerplate Agreement](#). Final award of this commission shall be contingent upon the selected artist or artist team accepting Terms and Conditions of the agreement in substantial conformity to the terms listed in the boilerplate. The selected artist must comply with any local business licensing requirements including any local Business Tax requirements.

Assuming a contract start date of January 2014, it is anticipated that the term of this agreement will be effective through December 2014.

## **VIII. ARTIST ELIGIBILITY**

This opportunity is open to individual artists or artist-led teams working or living in the following counties: Santa Clara, Santa Cruz, Monterey, San Mateo, San Francisco, Alameda, Contra Costa, Solano, Yolo and Marin. All applicants must have all necessary documentation and permits to work in the United States at the time of submittal of qualifications. If submitting as a team, a professional artist must be the lead team member.

Artists currently under contract for an art project with the City of San Jose Public Art Program are not eligible to apply for this project unless their current project will be complete by January 2014 or the project is currently suspended with no proposed re-activation date. If you are unsure of your status, please contact Lynn Rogers (lynn.rogers@sanjoseca.gov) for verification.



## **IX. SELECTION PROCESS AND EVALUATION CRITERIA**

**All interested artists must complete their submittal for this project online through CaFE ([www.callforentry.org](http://www.callforentry.org)); there are no exceptions.**

The artist or artist team will be selected based on their submitted work samples from other completed projects and how those demonstrate design and execution of projects in varied environments.

### **Criteria**

Consideration of artists in the selection process will include but is not limited to the following:

- Aesthetic excellence of past projects
- Experience, success and/or interest in community engagement in the process of creating public artwork
- Experience developing artworks in outdoor environments
- Experience in construction materials and methods appropriate to the scope of this project
- Delivery of projects within this budget range

The artist or artist team for this project will be selected by a review panel consisting of community members, a visual art professional and PRNS staff. This group, call the called the Del Monte Park Public Art Core Team, will review submittals and recommend an artist for this project to the City of San Jose. The City of San Jose's Public Art Committee will review the recommendation.

San Jose Public Art Program staff will preview all submissions for completeness prior to panel review and may reject incomplete applications.

## **X. HOW TO APPLY**

### **APPLICATION DEADLINE**

Submissions (described below) must be received as a complete application in CaFÉ™ by no later than **10 p.m. PST on Monday, January 20, 2014.**

***Late and incomplete applications will not be accepted.***

*Please make sure you have started your application with time to ask questions, particularly if you have not used CaFÉ™ previously. PLEASE NOTE HOLIDAY CLOSURES:*

- *The City of San Jose and San Jose Public Art Program are closed from Tuesday, December 24, 2013 through Wednesday, January 1, 2014 and staff will not be available for questions until Monday, January 6, 2014.*
- *CaFÉ™ is closed Tuesday, December 24-Wednesday, December 25 and Tuesday, December 31-Wednesday, January 1.*

### **Application Process**

All materials will be submitted online, via CaFÉ™ website ([www.callforentry.org](http://www.callforentry.org)). There is no application fee to apply or to use the CaFÉ™ system.

To view the application, go to [www.callforentry.org](http://www.callforentry.org), register a username and password, navigate to "Apply to Calls", and search the list for "City of San Jose – Del Monte Park Project". **Assistance in using the CaFÉ™ system is available during regular business hours (Mountain Time) via e-mail at [cafe@westaf.org](mailto:cafe@westaf.org).**

### **Required Application Materials**

The application submission must include the information and materials described below all of which are required to constitute a complete application. **Please review carefully as incomplete applications will not be eligible for consideration and will not be reviewed.**

**1. Artist Statement of Interest:** Submission shall include an Artist Statement of Interest that outlines your interest in this opportunity. ***Specific proposals are not requested and will not be reviewed at this time.***

The Artist Statement of Interest is required to assist the selection panel in understanding your perspective on approaching an urban park project consistent with the opportunities offered by this project and your perspective on the potential of this commission. Please address the following in your statement (3000 character maximum):

- i. What specifically interests you about the Del Monte Park project?
- ii. What is your experience in public art and collaborating with clients and communities?

**2. Summary of Experience:** Submission shall include a brief summary of relevant past experience; describe what outdoor urban area public art projects you have experience with. (3000 character maximum).

**3. Résumé + References:** Submission shall include a current résumé that outlines your professional accomplishments as an artist (maximum of 5000 characters/equivalent of 2 pages; if a team, then 5000 characters maximum for each team member.)

**4. Images of Past Work:** Submission must include visual representations of past artwork that demonstrate your qualifications for this project. In order to be considered for this project, the applicant must submit a total of 8 digital images that represent no more than 5 previously completed projects. Proposal images from prior projects may be submitted, but should be clearly marked as proposals and cannot be more than 3 of the requested 8 images.

Submissions must be completed electronically through the CaFÉ™ system. (Instructions on how to format images to CaFÉ™ specifications can be found on the CaFÉ™ website under Image Prep.)

**5. Descriptions of Past Work:** Submission must include a list of the submitted project images with descriptions that clearly explain both the projects and images. Each image must include information about: a) title; b) date of completion; c) location; d) dimensions; e) significant materials; and f) budget.

If you were the member of a team or otherwise worked with other artists on a project you are submitting for consideration, please clearly state your actual role in the creation of the work.

**6. Check your Application for Completeness:** Please confirm that your application includes all of the required materials listed below: **incomplete applications will not be reviewed.**

- \_\_\_\_\_ Artist statement of interest (3000 character maximum)
- \_\_\_\_\_ Summary of experience (3000 character maximum)
- \_\_\_\_\_ Resume (5000 character maximum)
- \_\_\_\_\_ Images of Past Work (8)
- \_\_\_\_\_ Descriptions of Past Work

### **FOR QUESTIONS ABOUT THIS RFQ:**

Please contact Lynn Rogers via email at [lynn.rogers@sanjoseca.gov](mailto:lynn.rogers@sanjoseca.gov) if you have questions about the project opportunity.

**FOR QUESTIONS ABOUT CaFÉ™: Please contact CaFÉ™**